



City of Seat Pleasant

Office of the Interim City Manager

City Manager Report

September 7, 2021

For the period August 1, through September 7, 2021

The following bulleted list is a summary of activities and issues which were addressed:

- Over 700 Purchase Requisitions and invoices were reviewed and/or approved
- Over - 1,500 emails were responded to and drafted
- Responded to false/inaccurate statements in correspondence that was sent to various entities in the State and County including the County Executive's Office, State's Attorney Office, and the 34th delegation re city's finances, Mayor's travel, executives travel, city Manager car, etc. responses in Red are attached
- Pursued resolution re SPICE
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- Reviewed and responded to allegations of misconduct and legal claims
- FY 20 audit remains a priority for the finance department; the reconciliations are ongoing
- Reviewed and responded to allegations of discrimination
- Still pursuing resolution to the bond bill request; the city manager/grant office should know something following the next scheduled meeting at the state
- Made recommendations to council concerning the process for interviewing City Manager applicants including establishing an independent committee who would conduct initial interviews and then forward their recommendation for the top two applicants to the city council. The council decided to personally interview the top six candidates as opposed to the top two submitted for their consideration by the interview committee
- Reviewed and drafted offer letters to new employees of the PD and EJD Departments
- Reviewed agreements for contractors and training consultants for PD
- Made recommendations to the council objecting to the re the circulator bus proposal from DC to develop a training site and bus depot for DMV drivers / no response
- Reviewed variance requests for two properties on Addison RD

- 6220 Foote street property still under review as property owner is not in compliance
- Reviewed and discussed with grants team presentation to the council for ARP Recovery fund projects
- Consulted with HR on several personnel issues including vehicular accidents